

Indirect Manager Review & Sign-Off

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Log In

Please log in at <https://nebraska.csod.com/>. If you need assistance logging in, please review the **Login and Navigation Guide** located on the [User Guides](#) page, which you can access from the [LINK](#) website.

Description

This document will help you complete the Indirect Manager review and sign-off steps in the Employee Development Center (EDC).

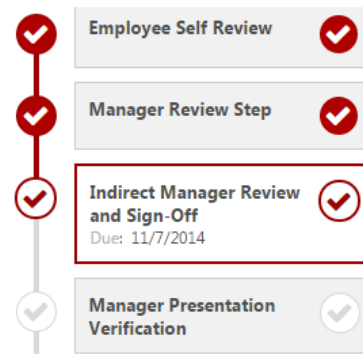
You will receive an email for your indirect reports after the manager has completed his/her review step stating that the sign-off has been assigned to you.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Employee Self-Review	Manager Review	Indirect Manager Sign-off	Manager Presentation	Employee Sign-off	Manager Sign-off
14 days to complete	21 days to complete	8 days to complete	10 days to complete	7 days to complete	2 days to complete

Complete the Indirect Manager Review

Steps

- Employee Self Review Step
- Manager Review Step
- Indirect Manager Review & Sign-Off Step
- Manager Presentation Verification Step
- Employee Sign-Off Step
- Manager Sign-Off Step




1. In the My Performance Tasks widget, click Please complete 2015 Indirect Manager Annual Performance Review of (employee name) Step.





2. The first screen is the Overview of the performance review. You will find the instructions, review steps, and the sections listed on this page. Using the button on the top-right, your available **Options** are:
 - a) **Attachments** – Up to three attachments may be uploaded to each performance review across all steps of the process.
 - b) **Complete Offline** – Export your review to an Excel spreadsheet to complete.
 - c) **Upload Review** – Upload your performance information from an Excel spreadsheet to your review in the EDC.
 - d) **Print Review** – Download your performance review to a PDF document; you can then print, save, or email the review.
3. You can **Reopen Steps** for the employee or manager if the employee did not complete the review or you wish for either of them to adjust their ratings. This is located at the bottom of the Overview screen. Click **Continue** at the bottom of the **Overview** screen.

4. The first section is the **Universal Performance Dimensions** (i.e., competencies). This is the method that the State will use to measure the way we do our jobs. Competencies are not to be confused with Essential Job Duties, which are the specific tasks assigned to employees on a daily basis. The Universal Performance Dimensions assessment is worth 45% of the overall Annual Performance Review score. The 10 dimensions are listed below:

01. Quantity of Output of Your Work 

Quantity or amount of work produced personally or from a group or team on assignments/tasks/projects/products/or services without regard to any other factors like quality or timeliness of the work.

 **Chase Olson Admin** (Manager) Rated: 4 - Exceeds Expectations Review: 2015 Annual Performance Review - Ver 5 (UAT) Time: 10/31/2014 2:37 PM

 **Franklin Roosevelt** (Self) Rated: 2 - Meets Most Expectations Review: 2015 Annual Performance Review - Ver 5 (UAT) Time: 10/30/2014 10:32 AM

- a) Quantity of Output of Work.
- b) Timeliness of Delivery of Output.
- c) Quality of Work Output.
- d) Use of Resources.
- e) Customer Impact/Value Added.
- f) Freedom from Unplanned Support.
- g) Team/Unit Contribution.
- h) Productive Work Habits.
- i) Adding Skills and Capabilities.
- j) Alignment and Compliance: Walking the Talk.

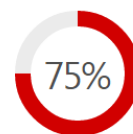
Rating Scale for the Universal Performance Dimensions

Score	Description
NA	Does not apply to this position or the employee has not been in the position long enough.
1	There is a serious, pressing need for the employee to improve in this dimension.
2	The employee is working on improving in this dimension.
3	The employee performs well on this key performance dimension.
4	The employee has notable strength on this dimension; better than most.
5	The employee is outstanding on this dimension.

5. Review the employee and manager ratings and comments for each Universal Performance Dimension. As an indirect manager you will not rate the employee, but you can always use the **Reopen Steps** function if you disagree with a rating.
 - **NOTE: View the ratings and comments from both the employee and manager underneath each universal performance dimension.**
 - **NOTE: If you'd like to enter comments, you can do so at the sign-off page.**
6. After reviewing the employee and manager's ratings on each Universal Performance Dimension, select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), or **Save and Continue** (to continue the review and save your work).
7. If you click **Save and Continue**, you are directed to the **Essential Job Duty Review** section. Essential Job Duties comprise the actual work the employee does every day and are worth 45% of the overall score.
8. Review the employee and manager's ratings on each Essential Job Duty. After reviewing the ratings, select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), or **Save and Continue** (to continue the review and save your work).
9. If you click **Save and Continue**, you are directed to the **Performance Goals** section. Goals are an observable and measurable end result with one or more objectives to be achieved within a specific timeframe. Performance Goals are worth 10% of the overall score.
10. Review the employee and manager's ratings on each Performance Goal. After reviewing the Performance Goals, select **Previous** (to return to the previous screen without saving your work), **Save and Exit** (to exit review but save your work), or **Save and Continue** (to continue the review and save your work).
11. If you click **Save and Continue**, you are directed to the **Summary** screen. The scores are displayed for each section and the overall score is totaled (Overall Ratings listed below).
12. Click the **"Next"** button to advance to the Indirect Manager Sign-off page.



Franklin Roosevelt
CORR LIEUTENANT
12/30/2013 - 12/30/2014



Summary

Overall Rating
Exceeds Expectations

	Manager Review Step (100%)
Universal Performance Dimensions	3.9/5.0 Exceeds Expectations (45%)
Essential Job Duty Review (2015)	4.8/5.0 Far Exceeds Expectation (45%)
Performance goals (2015)	5.0/5.0 Far Exceeds Expectation (10%)
Overall	4.4/5.0 Exceeds Expectations

[Back](#) [Next](#)

13. Click the check box to the left of the text that reads, "I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding." then click the Sign button.

The screenshot shows a web form with the following fields: "Employee Name", "Pending Signature", "Manager Name", "Pending Signature", and "Indirect Manager Name". Below these fields is a checkbox followed by the text: "I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding." A red arrow points to this checkbox. To the right of the checkbox is a red "Sign" button, also pointed to by a red arrow. Below the checkbox and button is a rich text editor with a toolbar containing icons for bold (B), italic (I), strikethrough (ABC), underline (U), bulleted list, numbered list, link, unlink, and a checkmark icon. A red arrow points to the text area of the rich text editor.

14. Enter any comments that will be displayed to both the employee and the indirect manager.

15. Click **Submit** finish your review and sign-off step – the review will then move to the manager pres

[LINK Help Desk Contact Information](#)

If you have questions regarding the performance review process or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234